



**Document title:** Library Copyright Policy

**Document version number:** V.2

**Office/department responsible:** Library

**Approved by:** Dr. Mahmoud Allam – President of The Knowledge Hub Universities

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### **Policy Statement / Purpose**

Copyright provides protection for any intellectual property by ensuring that it cannot be copied or altered without the permission of the copyright holder. Copyright does not need to be officially registered; the act of creating a work is enough for it to be protected. Nor does it need to display the © symbol. It is important for the work to exist in some tangible form as you cannot copyright an idea.

There is also a specific copyright in databases, and relevant legislation has been interpreted to include most other material including electronic resources such as the Internet.

All TKH community are required to comply with all current legislation and breaking copyright law will be treated as an offence requiring disciplinary action by the University.

Copyright owners maintain the right to take legal action against offender.

### **Who Needs to Know This Policy**

All TKH Community.

### **Supporting Department**

Responsible University Official: Mona Romia – Librarian Lead

If you have any question about this policy, please send an email to: [tkh.library@tkh.edu.eg](mailto:tkh.library@tkh.edu.eg)

### **Policy/Procedures**

- The basis for most current copyright legislation is Egypt and UK copyright laws
- The copyright legislation refers to copyright subsisting in four broad areas:
  - literary, dramatic, musical works or artistic works (this includes books and periodicals etc.).
  - films.
  - sound recordings, broadcasts, and computer-generated works.
  - publishers' copyright of typographical arrangements.



## 1. Photocopying

For printed material copyright lasts for the author or creator during their lifetime and for 70 years after their death. There is also a copyright in the typographical arrangement of a publication for 25 years after the date of publication.

However, copyright legislation has a provision known as “fair dealing” which allows you to make copies of material under certain circumstances.

The general understanding of “fair dealing” is that copying does not infringe copyright, provided that:

- it is for personal use, for private study that is neither directly or indirectly for a commercial purpose;
- it is for research for non-commercial purposes;
- it is for criticism, or review and provided that sufficient acknowledgement of the original work is made;
- it comprises no more than:
  - one article only from a single issue of a periodical, or one paper from a set of conference proceedings.
  - a maximum of one complete chapter of a book.

## 2. Electronic resources

All electronic resources are covered by copyright legislation. Most are also covered by licenses. Both place restrictions on what you can copy and what you are allowed to do with those copies. You must ensure that you do not infringe copyright legislation or the license for the resources you use. The University treats such infringement as a disciplinary offence. It is your responsibility to read the license restrictions for any resources before making copies from them. There is usually a link on the e-resource home page that provides details of the license.

If you are in any doubt, please ask a member of Library staff but in brief you can usually:

- read an article on screen;
- download an article from an issue of a journal, but not copy the whole issue, for your own personal use for research, teaching or private study;
- download a chapter from a book, but not the whole book, for your own personal use for research, teaching or private study;
- download an article or chapter and print it for your own personal use for research, teaching or private study.



## The Knowledge Hub Universities

You are not permitted to:

- use the material for any commercial purpose
- share the material with unauthorized users. This will normally mean anyone outside of the University;
- make more than one copy or printout of any one article or chapter from a book or make an excessive amount of copying from a single journal issue or book;
- make the material available on a network to be accessed by others.
- print the material and make copies available to others;
- change the material in any way including any copyright statements attached to it.

### 3. Databases

Information in databases is also covered by copyright. Before downloading information, you should read the license for the source you are using, all of which differ. In general terms, however, you will probably be able to:

- Download a reasonable part of the database for personal use;
- Print off a reasonable part of a database for personal use.

You are not allowed to use material from a database for commercial purposes or to share the information with others.

**Disclaimer:** It is your responsibility to read the license restrictions for any resources before making copies from them. If you are in any doubt please ask a member of Library staff.

#### History/Revision Dates

Origination Date: September 2019

Updated Date: January 2022

Next Review Date: January 2023

**\*\*\*Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 2 (V.2)		